

**CLASSIFICATION:** PROBATION-PAROLE OFFICER II

**Class Code:** 7102-22

**Date Established:** 11-15-83

**Occupational Code:** 3-2-5

**Date of Last Revision:** 5-13-13

**BASIC PURPOSE:** To monitor and supervise the behavior and activities of high risk probationers and parolees, in accordance with Court and Parole Board orders; and to conduct investigation as required by the Court and Parole Board.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Investigates probation parole cases to ensure compliance with Court orders and Parole Board requirements.
- Monitors activities and behaviors of probationers, parolees and inmates to enforce compliance of Court and Parole Board directives.
- Arrests probationers and parolees who are in violation of the terms and condition of their release by the sentencing Court and Parole Board.
- Coordinates activities between field office and Court systems.
- Reviews field office operations, including recording statistics, preparing reports, and reporting case records.
- Secures and transports offenders to and from confinement facilities which may include interstate extradition of offenders.
- Addresses civic groups and the public on probation, parole, and the prevention of crime and delinquency as part of agency public relations plan.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in psychology, sociology, social services, education, behavioral science, criminal justice or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' professional experience in probation, parole, social welfare, law enforcement, or corrections work, at least one year of which must be as a Probation Parole Officer.

**License/Certification:** Certification as a Probation-Parole Officer by the New Hampshire Police Standards and Training Council with performance-based recommendation from New Hampshire Department of Corrections, Field Services Administration. Must possess valid New Hampshire driver's license and have access to transportation with liability insurance as required by state law.

**SPECIAL REQUIREMENTS:** Must have residence telephone.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of sociology, anti-social and criminal tendencies. Extensive knowledge of methods, practices and procedures relative to behavior change and probation and parole investigations. Demonstrated ability to provide specialization in the supervision of selected "high risk" offenders requiring extensive casework skills. Ability to consider issues and make independent decisions in the field. Ability to establish and maintain effective working relationships with Court officials, Board of Parole, law enforcement and collateral agencies, probationers, parolees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.